Business Concepts and Careers Name:

**Business Letter Format:** Reformat the text below into proper business letter format. Include all of the necessary parts of proper business letter format including a personal letterhead, inside address, salutation, and closing with signature box. Each forward slash (/) in the text is a new line or section of the business letter. These should be removed from the text as you are reformatting the letter.

Open a new Word document and copy the text below. Save as “Business Letter Format” and email to your teacher.

Imperial Stationary Company/258 North Hampton Road/Manhasset, NY 10847/(914) 375-2788 /imperialstationary@gmail.com/Today’s Date/Ms. Ashley Nichols/Savibizcor Inc./28 Green Street, Suite 11/Upstate, NY 10947/Dear Ms. Nichols:/Thank you for ordering 15 cases of premium paper from Imperial Stationary Company. Your order has been shipped and should reach you with the next five business days./Find enclosed your total bill for the above order amounting to $794.85, and the check for $23.85 is your refund. Because you paid in advance, we are giving you 3 percent cash discount and we also are paying for shipping and handling./Imperial Stationary is pleased to add you to its list of customers. We look forward to your next order./Sincerely,/Your Name/Customer Service/2 enclosures

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